



## FAMILY COURT OF THE STATE OF DELAWARE

GUY SAPP  
COURT ADMINISTRATOR

ADMINISTRATIVE OFFICES  
NEW CASTLE COUNTY COURTHOUSE  
500 N. KING STREET, SUITE 3500  
WILMINGTON, DELAWARE 19801-3757

**Posting #FY07-02**

### **MEDIATION/ARBITRATION OFFICER**

**Opening Date:** September 13, 2006

**Closing Date:** September 27, 2006

#### **A Vacancy Exists**

**Salary:** \$32,012 - \$40,015 (Minimum - Midpoint) Pay Grade 11

**Location:** Sussex County **(Please check this county on your application)** Sussex County Family Court, 22 The Circle, Georgetown, DE 19947

---

#### **Summary Statement:**

This class is responsible for expediting the processing of court petitions filed with Family Court by performing mediation and/or arbitration of civil and criminal cases.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Possession of a bachelor's degree in a Behavioral Science or Social Science.
2. Experience in interviewing methods and techniques.
3. Knowledge of mediation and arbitration techniques.
4. Knowledge of case management and investigative practices and procedures.
5. Ability to communicate effectively.

**Examination:** The application is evaluated based upon a rating of training and experience.

#### **Essential Functions:**

1. Interviews petitioner to assess nature of complaint, relief sought and explain procedures for filing petition.
2. Conducts mediation session with petitioner and respondent to define issues, assess relief sought and negotiate mutually acceptable terms; prepares consent orders stating conditions of agreement and submits to judge for approval.
3. Acts as hearing officer for delinquent/criminal complaints; conducts fact finding session with parties involved and imposes appropriate conditions to provide for restitution and prevent repeated offenses; follows up with parties involved to insure compliance with court order.
4. Mediates emergency petitions to obtain temporary agreement; prepares report to judge when agreement can't be reached describing issues, parties' positions and recommendations for appropriate action.
5. Conducts custody, visitation and special investigations as directed by judge; obtains and evaluates background information on social, psychological, emotional and family stability; prepares report with findings and recommendations and disposition of case.
6. Prepares and maintains accurate statistical records of number, type and disposition of cases.
7. Provides information on court functions and jurisdiction and assistance to clients by community referral.
8. Performs related work as required.

### **Conditions of Employment**

A satisfactory criminal background check is required as a condition of employment.

Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

### **Submitting your Application:**

- **Apply on-line at [www.delawarestatejobs.com/postings](http://www.delawarestatejobs.com/postings). (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

**FAMILY COURT, ADMINISTRATIVE OFFICES**, 500 King Street, Suite 3500 Wilmington, DE 19801 Phone: (302) 255-0057 Fax: (302) 255-2202

### **HUMAN RESOURCE MANAGEMENT**

Haslet Armory, 1<sup>st</sup> Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1<sup>st</sup> Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The State of Delaware - An Equal Opportunity and Affirmative Action Employer**